Form-Specific Instructions

1. **Candidate Control Form** – Because this form contains information we'll use to verify your eligibility as a candidate, the system will automatically take you to this page first. The first time you access this form, you will see your data in "initial caps" format – the first letter of every word, and only the first letter, will be capitalized. The information provided on this page was obtained from your ACT or SAT test registration. Please review this information for accuracy and **correct any capitalization errors.** If you need to make any changes other than capitalization to the data we have on file for you, the system will again check your eligibility and prompt you with further directions if needed.

2. **Candidate Essay Form** and **Supporting Information Form** – You may cut and paste your answers to the long and short essay questions from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type in the correct character directly on the online form.

3. **Secondary School Report (for Recommenders)** – You may cut and paste your answers to questions G-N from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type in the correct character directly in the online form.